



SRA Guidance Series

Where are your manners?

by

BARBARA VALENTINE HERTZ



What good are manners?

How's your "etiquette" when it comes to using the right fork or asking for a date? Do you know these fine points of manners?

Knowing the various do's and don't's helps you avoid those embarrassing moments when you're not sure of what you should do, how you should act. Everyone wants to get along well with people and feel that they're making a good impression. When you know what's expected of you in different situations, you have a better chance of accomplishing this. You're more comfortable and relaxed.

But etiquette—or good manners—is more than these things. A very big part—and the most important—is showing courtesy and consideration to others. *This is the real basis of good manners!* By being thoughtful and considerate, your relationships with others will be more satisfying.

This booklet will give you some simple tips for getting along better at home, in school, on dates, at parties, in public, and on the job. Make good manners a part of you and see how much smoother your life will be!

Accession No.
7146

Where are your manners?

by
Barbara Valentine Hertz

Illustrated by
Lucy Ozono



SCIENCE RESEARCH ASSOCIATES, INC.
57 W. Grand Ave., Chicago 10, Illinois

Accession No. 1147

Copyright 1950 by

SCIENCE RESEARCH ASSOCIATES, INC.

All rights reserved under Fourth International American Convention (1910)

Copyright 1950 in Canada

PRINTED IN THE UNITED STATES OF AMERICA

UNIV. OF MICHIGAN
Date 12.5.05
Acc. No. 11273

Cover Photo: Student Photocraft

Table of contents

Accession No. 7146

I	What is etiquette?	4
	A definition—Customs vary—Your relations with others	
II	Home, sweet home	7
	Privacy—Borrowing—Moods—Neatness checklist—Telephone technique—Curfew—Dating—Accepting responsibility	
III	Getting along at school	12
	In the classroom—Courtesy checklist—The lunchroom—In the corridors—Assembly hall tips—Winning friends—Good looks—School clothes	
IV	Party manners	18
	Party do's and don't's—Formal dances—Formal clothes—Corsages—The dance—Entertaining—Breaking the ice—Food—Setting a table—Buffet supper	
V	Dating do's and don't's	26
	How to get a date—Making a date—Dressing for a date—Good date checklist—Conversation hints—Blind dates—Going steady—Breaking up—Good nights	
VI	General tips	34
	Introductions—At the movies—Restaurant rules—Table manners—Checklist—Correspondence—In public checklist—Weekending—Driving manners	
VII	Etiquette on the job	43
	Letter of application—The interview—Holding a job—Job checklist—Baby sitting—Summing up	
	For more information	Opposite 48



What is etiquette?

WHERE are your manners?" How often have you heard this question, as you slammed the door, slurped your soup, or broke loudly into a conversation? You may have wondered, at such times, what all the fuss was about. Why worry about such trivial things?

There are many good reasons why "manners" are important. Perhaps the main one is that they tell a lot about *you*, and you want them to tell the best things about you. You want them to show the real, lovable, intelligent *you*. It seems unfair, but often a person's smartness of his kind heart are overlooked because of his manners. To be accepted and liked in this world, there are certain customs that we must conform to. These are known as good manners, or etiquette.

What Webster says

The dictionary defines etiquette this way:

Etiquette: The forms required by good breeding, social conventions, or prescribed by authority, to be observed in social or official life.

There you have it—according to the dictionary. Does it seem a bit frightening to think about a rigid set of rules for everything you do? It's not nearly as bad as it sounds. Etiquette is a combination of strict rules and easy good manners. The first you learn either by the uncertain trial-and-error method (through your mistakes), or by looking up specific problems (like how to answer a formal invitation) in a book of etiquette. The second—good manners—are the more important part of etiquette. They are largely common sense combined with thoughtfulness for others.

Good manners play an important part in your relationships with your family, friends, teachers, and dates. They can smooth your path through school, your job, and all your social relationships. They can add to your popularity and your success.



Good manners are an important part of learning to get along with others.

Customs of the time

Etiquette consists partly of a series of customs that society develops to serve specific purposes. These customs vary from country to country, and from generation to generation. Customs that seem "right" to us seem queer to others. For example, we shake hands when we meet people. Orientals think this strange. They consider it a mark of respect to *bow*. To each country its own customs mean correct behavior. It's a good idea to keep in mind that our customs are ours and that they may seem odd to people who have been brought up with other standards of behavior.

Customs also change in our own country through the years. At one time it was considered extremely impolite for a gentleman to remain seated while a lady stood. Although in social situations this is still true today, it has become common custom for women to stand in streetcars and busses; only on rare occasions does a man offer his seat to a woman. This is one of the changes that has occurred as woman's place in our society has changed.

Of course, many old customs have remained with us, although their original purpose has disappeared. You may wonder why it's "correct" for a man to walk on the outside of the sidewalk. Originally, that was to protect milady from mud being splashed by a passing carriage. And men's coats are made to open on the right because years ago a man had to be able to draw his sword (which hung on his right side) quickly.

There are many other customs we follow in our church services, wed-

dings, or formal dinners. They are usually mechanical rules of procedure that make the particular function run smoothly. But knowing all the rules and being able to spot an oyster fork at first glance or cope with a finger bowl isn't enough. We need to have easy good manners always and under all circumstances.

You and others

There are many do's and don't's about etiquette, but being pleasant and considerate of others is the most important rule to remember. Pulling out a chair or holding open a door are trifles that show you're thinking of the other fellow. Good manners grow with you, from your earliest years. They should be unself-conscious and natural, not something you turn on and off like a light switch. Two sets of table manners, for example, can be embarrassing. You use your family set far more than your party set. If you're careless of your manners at home, you may one day find your hostess staring while you talk with a full mouth and wave your fork around for added emphasis! If you make "company manners" your everyday manners, you won't have to worry about remembering "the right thing to do" when you're out.

Naturally, we all pull boners. Everyone, at some time or other, has forgotten how to introduce two strangers, or has suddenly realized he ate his neighbor's salad instead of his own. But etiquette is more than just following rules. It springs from confidence in yourself and from your attitude toward others. You can get through many an uncomfortable situation with flying colors if you can keep your poise. Most "slips" seem unimportant or are unnoticed by everyone except you! Never try to cover up a mistake by a lot of apologies. Just say you're sorry and try to forget the whole thing. Everyone else will!

It's wonderful feeling to be sure of yourself. And knowing the right thing to do at the right time helps you gain that confidence. Smooth the way by learning the basic rules—make them a part of you. Once they've become natural and automatic you won't have to worry so much about yourself and you'll have more time to concentrate on others. You won't be strained or overanxious, and your relationships with others will be more satisfying.

This booklet was written to help ease some of the bumps and to provide tips on getting along better at home, in school, at social affairs, and on the job.

II

Home, sweet home



HOME is a wonderful place—a place to relax, to be yourself. At school, visiting, out on a date, everywhere else—you have to be at your best. But at home you can unwind and slip easily into the familiar comfortable surroundings.

This is fine, provided you don't forget all your good manners around the family circle. Just because you can always count on Mom and Dad, it's not sporting to take advantage of their love and understanding. Having two standards of behavior—one for your family and one for your public—is unfair, not only to those who are close to you, but also to yourself. Good manners around the house are the forerunner of good business and social manners. If you forget the errand Mother asked you to do after school, you're apt to forget the boss' instructions, too. If you duck all K.P., cooking for your future husband will be a major problem instead of the fun it should be. There's no better place to brush up on manners than in your own home.

Do not disturb

No matter how congenial the members of your family are, each of you needs some privacy. Respect a closed door. Even if Janet is only experimenting with mascara, knock and wait for an answer before you barge in. Don't be too curious. Jim's mail, bureau drawers, and desk are *his*. You know how *you'd* feel if he rummaged through yours.

Neither a borrower nor a lender be

Borrowing is often fun, but it can cause trouble, too. If you want to stay on good terms with your friends and family, go easy on the borrowing. It's always so simple, when you're bored with your skirts or ties. to help



Borrowing from members of the family too much and too often is a bad habit.

yourself to Janet's or Dad's. But it's not so easy to explain to Janet how you happened to spill ice cream over her best tweed just when she needs it for a big date. Borrowing is a dangerous habit to acquire. It starts with the family and before you realize it you're borrowing in school—a comb, books, and even money for that extra soda. And before long you find yourself facing a cold stare when you start asking for something. Try not to *get* the habit, and you'll never have to *break* it.

Tears don't help

We all have gloomy moods. There are days when Mr. Reed snaps at you unfairly in class, Betty passes you in the hall with hardly a glance, and you don't get that part in the play you had set your heart on. You control yourself just so long and then arrive home with a long face and sour disposition. Mom, too, has had a day of disappointments and, bingo, in no time, you're taking out your irritations on each other.

It's impossible to be sweetness and light all the time. Nobody expects it of you. But you can check the out-of-sorts moods by working them out in a fast set of tennis or a quick walk around the block. If nothing seems to help, retire to your room to brood. It's not fair to take things out on the folks.

Those floods of tears, especially, should be controlled. It's comforting, at times, to have the family shoulder to weep on. But it can be overdone. Weeping at the drop of a handkerchief can become a habit if you let it.

But if you're smart, you won't. It doesn't usually get you what you want, and it prevents you from doing something constructive about your problem. Of course, everyone has moments when the tears flow in spite of everything. You're frustrated because you've had a fight with Bill, or Dad gives a flat "no" to all your pleading for a new suit, or there may be a more painful reason. But if you can't control your tears, you *can* shed them in private, and avoid distressing everyone around you.

Neat as the well-known pin

It's usually the *little* things that bother Mom and cause the nagging you dislike. Sloppiness is one of them. It's a symptom of indifference and laziness, of which most of us are guilty at times. Arriving at the dinner table in a bathrobe and curlers is one form of sloppiness. Leaving your bed unmade is another. Being tidy takes very little extra time, but what a difference it makes! Here are a few specific things that particularly irritate parents. Check yourself and see how you rate.

	Usually	Sometimes	Never
1. Do you leave a trail of clothes and athletic gear wherever you go?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you track mud into the house?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you leave records on the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you leave a ring around the bathtub?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you dawdle in the bathroom?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you dash away from the dinner table, leaving someone else to clear off the dishes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is your aim at the wastebasket poor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you leave windows open when it's raining?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you plant your dainty feet all over the furniture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you expect Mom to tidy the living room for your guests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If your answers to all ten questions were in the first column your N. Q. (Neatness Quotient) is pretty low and needs a large amount of boosting. If you checked most of the questions in the middle column, you're a fairly neat individual, but could spend a little more time and effort on being tidy. If most of your checks landed in the third column you're the answer to every mother's prayer.

Telephone technique

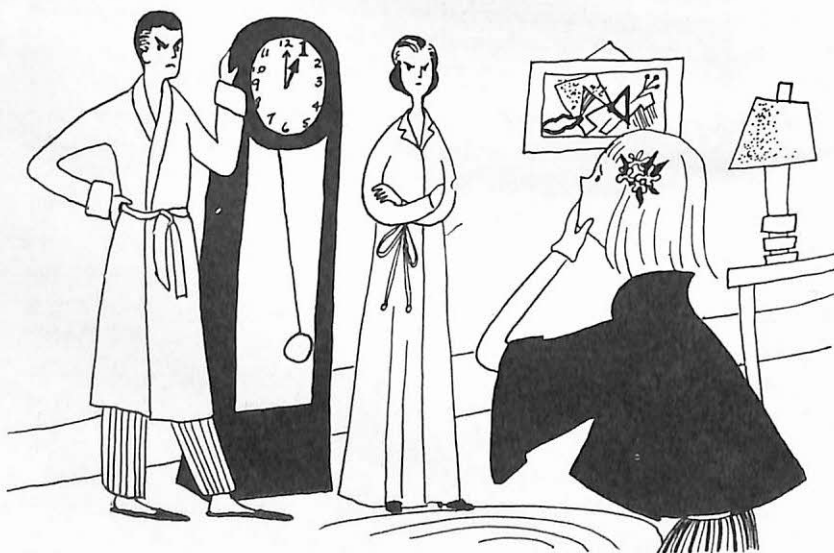
The telephone is a very important instrument in any house, and it deserves gentle care and treatment. You never know who is likely to be at the other end of the wire, so always answer pleasantly. (It *may* be that goodlooking New Man!) No grunts or mumbles. Speak slowly and distinctly and keep your voice friendly, even for wrong numbers. If the call is not for you, ask who is calling and get any message—*on paper*—accurately. (There should always be a pad and pencil handy.) No one likes to have his messages forgotten or garbled.

Don't monopolize the phone, if you want to keep peace in the family. Dad might be expecting a business call. Sis might be waiting for her date to call. Or one of *your* friends might be trying to reach *you*. Be considerate.

What about curfews?

The question of hours is one that causes trouble in many families. Needless to say, you're all for stretching the curfew, especially on date nights. Mom and Dad say 12:00 is the limit, and when you stroll in casually at 1:00 with a variety of excuses, they're apt to be unpleasant about it. Then you complain that they're treating you like a child.

This sort of situation can be handled without too much difficulty. First of all, have a long talk with your parents and come to some sort of agreement that you both feel is fair. *Then stick to it!* You may find it



After you and your parents agree on a curfew, keep your part of the bargain.

hard to believe, but when you don't make the curfew, your parents really worry about you. It's the *considerate* thing to get home when you're expected. You'll find your family life much smoother.

Dating

There are other aspects of dating that call for consideration and thoughtfulness. Give Mom and Dad a chance to know and like the fellows or girls you want to date. Invite John or Doris to the house. If John is the boy you think he is, Mom and Dad are sure to like him. Give them the opportunity to meet Doris, who has just been a name to them.

Remember, too, that parents like to have some idea of your plans. "John and I are making the eight o'clock movie and then we're meeting Jane and Bob for sodas. We'll come home right after that." Your parents are entitled to this kind of simple explanation. Your willingness to offer it will show real consideration and maturity. It may seem like a small matter to you, but to them it's important.

This business of responsibility

Probably one of the best demonstrations of good manners at home is accepting a certain amount of responsibility—both for yourself and for the family at large. Do you expect Mom to fish out your dirty socks from under the bed? Is the bathroom a mess when you emerge? Are you among the absent when Saturday cleaning is in full swing?

Everyone is guilty of such behavior at times. But the considerate, *adult* individual usually shares in the chores of the house. Girls can clean their own rooms, and there's no reason why boys can't learn to make a bed. Both can take care of their own clothes. Females through the ages have tended to pamper men in this respect, but that's no excuse for not hanging your clothes up neatly or pressing your own trousers.

One family found a successful plan for dividing up the work of the house. Every month or so they have a conference and Dad trots out a list of all the chores. One by one, they are auctioned off, each chore going to the highest bidder. This way every person chooses what he wants to do, and is thereafter responsible for it.

Mom and Dad will be impressed if you take the initiative occasionally, and offer to do something special. For example, Mary could relieve Mother in the kitchen and fix dinner once a week. Mark could take care of his brother on a Saturday so Mom could go into town on a shopping spree.

There's no getting away from it—showing good manners and consideration to your family as well as to your friends makes for more pleasant living.

III

Getting along at school

GETTING along at school is like a double feature. It involves both your work and your relationships with your teachers and the other students. Since you spend so many of your waking hours at school, you want to make your life there as smooth as possible. To help you, dozens of written and unwritten rules of etiquette have sprung up. Most of them are simply good manners.

In the classroom

Because your teachers play such an important part in school life, how well you get along with them can make all the difference in your success and happiness during those classroom hours.

All kinds of people teach. Some you will like, some you will dislike. The important thing to remember is that every teacher is a *person*. Just like you, Miss Carroll has problems and responsibilities, and she also has "off days." She may be worried about bills or a toothache, anxious because someone she loves is ill, or perhaps merely annoyed because a few members of her class are behavior problems or failing in their work. Remember, how well you perform in class affects your teacher, too. She is rated by her superiors on how successfully her students learn the subject she is teaching.

Whatever your personal feelings, treat your teachers with respect and courtesy. Even better, try to get to know them. You'll find they're human, too—interested in your problems and accomplishments and anxious to know and help you. Teachers can't help but be pleased when you grasp their subject and show a real interest in the work. They're willing to spend time after class to explain a particularly puzzling point, or to help you with a personal problem. Try them and see. By treating your teachers considerately, you'll get more from your school experience.

You can do a lot to cooperate with your teachers in the matter of studies. Be attentive in class. Really concentrate, instead of gazing out the window. No one enjoys talking to a blank wall. A receptive, alert attitude will reflect in your grades. There's also the matter of schoolwork assignments. It isn't really cricket to let your lab partner do three-quarters of the physics experiments, or to let your best friend do all your algebra homework. Do your own schoolwork and accept the responsibility for it. This brings up one more point: Don't get into the habit of letting homework assignments pile up and then turning them in late. That's one sure way of getting behind in your studies.

Check yourself

Here are some undesirable habits that pop up in many classrooms. Check yourself to see how innocent or guilty you are.

	Yes	No
1. Do you make your dates and your party plans outside of the classroom?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the boy (or girl) at the next desk receive the major share of your attention, instead of the teacher?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you prompt for all classes?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you constantly combing your hair or applying lipstick in class?	<input type="checkbox"/>	<input type="checkbox"/>
5. Can you resist the temptation to show off every time you're at the blackboard?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you think you know all the answers and constantly wave your hand in the teacher's face?	<input type="checkbox"/>	<input type="checkbox"/>
7. When you're bored in class, do you pass the time by taking out your knitting or catching up on personal correspondence?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you frequently copy your neighbor's notes because you weren't listening?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you find the desk so confining that you sprawl all over the aisle?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are you the class joker, always making wisecracks?	<input type="checkbox"/>	<input type="checkbox"/>

We hope you answered 1, 3, and 5 "yes" and the rest "no." If you didn't, your classroom manners need some polishing.

The lunchroom

Naturally you're starving by the time your last morning class is over, and food is uppermost in your thoughts. But it really isn't necessary to

stampede into the lunchroom. Line up quietly and patiently without pushing and shoving. (Giving the boy in front of you a friendly pat on the head with your tray is kid stuff.) Decide what you want to eat quickly so you won't hold up the line. And once you've made your decision, stick to it.

In some schools, the boys sometimes flock to one end of the lunchroom and the girls all congregate at the other end. Being sociable at lunchtime seems like a friendly, easy way of getting to know the other sex better. Why not see what you can do to break up this squaws vs. braves arrangement? Another habit that's easy to get into is eating lunch every day with the same small group. You may be missing out on the chance to know a lot of interesting people by always eating with the same crowd. Incidentally, that new girl in school would be most appreciative of a cordial, "Why not sit with us today?" It's the perfect opportunity to introduce her to your friends and help her to feel at home in a new school.

One last word. Everything we'll say later about table manners goes for the school lunchroom, too. Company table manners should be an everyday affair—even in school!

In the corridors

Corridors have been provided in your school to get you from room to room. Quietly and quickly, your teachers would add hopefully. *Do not* go tearing through the halls calling to someone at the top of your lungs, crashing blindly and carelessly into people, or obstructing traffic. Naturally



Corridors aren't meant for bull sessions, tea parties, or club meetings.

you want to chat with your friends between classes, but you can do so in a normal tone of voice, and *briefly*. If you meet someone in the hall and want to check on the starting time of the basketball game, there's no reason why you two shouldn't talk a minute. But the corridors aren't meant for bull sessions, tea parties, or learning the latest dance step.

Assembly hall tips

During your school years, you'll be spending a number of hours in the assembly hall, listening to speeches or lectures, watching movies, or attending various programs. The assembly hall requires the same good manners you would display in a public theater or lecture hall. At these places you wouldn't dream of shoving or pushing your neighbors, talking in loud whispers, or passing notes if the topic under discussion happened to bore you. In fact, if someone near you did start acting up, you'd probably shut him up indignantly.

Sometimes a well-known person, perhaps a musician or scientist, is kind enough to give his time to speak or perform in your assembly. His impression of your school will be greatly influenced by *your* conduct. If you file into the assembly hall quickly and quietly, he'll feel he has quite an adult audience. No matter who the guest is, you should give him your respectful attention. Even if you're not fascinated by the subject (or what's going on), whispering or passing notes is inexcusable. Picture yourself before a large group. How would you feel with a squirmy, discourteous audience? Whoever is addressing you is probably an authority in his field, so keep an ear peeled for new thoughts and ideas. When he's finished, a warm round of applause will tell him you've enjoyed the hour and appreciated his coming.

Winning friends

Getting along with your classmates is an important part of high school life. No matter how bright your teachers think you are, or how many times you make the Honor Roll, you probably won't feel happy or successful unless you have friends and feel you "belong" to some group. This is only natural. People are social beings. They want to be liked and feel that they're a part of things.

We are not going into a long discussion here of how to get along with people. There are many books written about this important subject and you'll find some of them listed on the inside back cover of this booklet. However, good manners are important in getting along with people. The considerate, thoughtful person is almost sure to be liked. Your considera-

tion for others shows that you like them and want to please them. No one can resist this special and sincere attention.

There are some superficial things about you that perhaps should not be important, but *are*. No matter how big your heart or wise your head, you're sure to be judged first by your appearance. We all judge others that way. Haven't you looked a new boy over and decided on the spot that he must be a good Joe? There was something about his looks and the way he smiled that made you like him instantly. First impressions can't be overestimated. The way you look and dress can handicap you or start you out on the right foot.

Good looks

You've probably been told countless times that the basis for good looks (both the masculine and feminine varieties) is good health. There simply is no substitute for the right foods, lots of sleep, and outdoor exercise. Not even Alice's cosmetics can give her bright eyes, clear skin, and shiny hair, if she has been skimping meals and ignoring curfews.

Even if you're bursting with good health, your friends may still think of you as a raggle-taggle gypsy if you don't set aside enough time for careful grooming and dressing. Cleanliness is something you've heard Mom talk about for as long as you can remember. But there's no sense deciding with care which tie or scarf goes best with what you're planning to wear until you've been through your daily routine—bath (or shower), deodorant, toothbrush, hairbrush, and clothesbrush. *Now* you're ready for clean underwear, polished shoes, well-pressed skirt or trousers, and a fresh blouse or shirt.

Girls usually have to get up five or ten minutes earlier to give their hair some extra brushing and to put on make-up skillfully. For school, a light dash of powder and lipstick are adequate.

School clothes

Clothes for school don't have to be a problem. Girls most often wear skirts and sweaters or simple tailored dresses. Even if you must be at the height of fashion, don't go overboard for sweaters that are too baggy or too tight, and skirts that are either too long or too short. And learn which colors look well on you; then stick to them.

Following a fashion is not as important as being *yourself*. There's no point in looking fashionable if the clothes are going to be unbecoming to you. If you're definitely *not* the tailored type, maybe you could wear a blouse with a collar under your cardigan to give you a little softness. Or

tie a small scarf around your neck, being sure the color is right for you and your sweater. But whether you're a tweedy gal or a fluffy one, you can play safe by always keeping your clothes simple and uncluttered.

The important thing is to plan your buying at the beginning of the season. Look at your entire wardrobe and consider its basic needs. Decide on a wardrobe color scheme, and before you go shopping know exactly the type of thing you want. Don't be tempted by every "marked down" item. If it doesn't fit into your scheme of things it's no bargain. Buy only the type of clothes suitable for your figure and the kind of life you lead. This routine should help you end up with a well-planned wardrobe instead of a closet full of ill-assorted clothes.

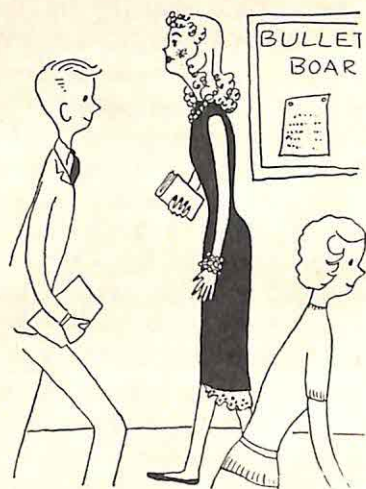
As for you boys, slacks with sport shirts and sweaters seem to be a school uniform. In large cities, shirts and ties and tweed jackets are sometimes the custom. Follow the general trend in your school, but remember that it never hurts to be on the conservative side. Beware of the tricky belts, the too-padded shoulders.

BOYS SHOULD GUARD AGAINST:

- Dirty fingernails
- Sport jackets that seem to hit the knees
- Long hair
- Droopy socks
- Soiled collars and cuffs
- Trousers inches away from shoe tops
- Unpolished, down-at-the-heel shoes
- Too-scenic ties

GIRLS SHOULD BEWARE OF:

- Over-elaborate hairdos
- Too-red lips (also lipstick on teeth)
- Too many pins, rings, bracelets
- Conspicuous earrings
- Chipped nail polish
- Strong perfume
- Baggy stockings or crooked seams
- Nail nibbling



Excessive make-up and large quantities of jewelry are not very appropriate for school.

IV

Party manners

A PARTY can be anything from four people listening to records to a large formal affair. Most of the parties you attend are probably informal gatherings of a group of fellows and girls at your house or the home of a friend. Occasionally, if you're lucky, you'll get to "go formal."

The main purpose of a party or dance is to have fun. But just like any affair at which people get together, there are certain rules of etiquette that help things go smoothly.

Party tactics

If you arrive at a party with an interest in whatever is going to happen, and a desire to be friendly with everyone, chances are you're going to have a swell time. This "party attitude" has a lot to do with making the party a success or failure, from your point of view. If you go *expecting* to have a good time, you probably will. If you're sure that it's going to be a flop and that no one will ask you to dance, the chances are good that that's exactly what will happen. That hopeless, defeated feeling puts a damper on *everyone's* spirits.

For a party to be successful, *everyone* has to have a good time. This means no cliques or closed groups, no pairing off and leaving the group, no critical or unkind talk, no neglecting one or two individuals. *Everyone*—not only the hostess—has a responsibility in seeing that a party is a success, that no one feels "left out."

A word to the girls. If you're at a no-date party, don't head for the nearest group of females or stay welded to your best friend. Make it easy for the boys. They're not brave enough to crash a female herd to ask you to dance. Go over to the group around the piano or the snack table and join in the conversation. And don't be afraid to approach a boy with a friendly remark. He may be looking for an opening, too, so help him along.



For a successful party, it's important that no one feels left out of the fun.

When you go to a friend's party, treat his home with respect. Joe's mother has been a good sport in letting him have this party, and she's probably gone to a lot of trouble to see that things go smoothly. She won't appreciate wet rings on the coffee table, or food stains on the rug. In fact, such discoveries are likely to result in no more parties at Joe's.

Mothers also take a dim view of roughhousing. You know, suddenly in the midst of general gaiety a few of the fellows are suddenly seized with the desire to practice football passes with the sofa pillows. This sort of thing starts harmlessly enough, but before you know it, chairs have been knocked over, tables kicked, and lamps broken. You can understand why parents disapprove of these activities—and of your friends, too.

Formal dances

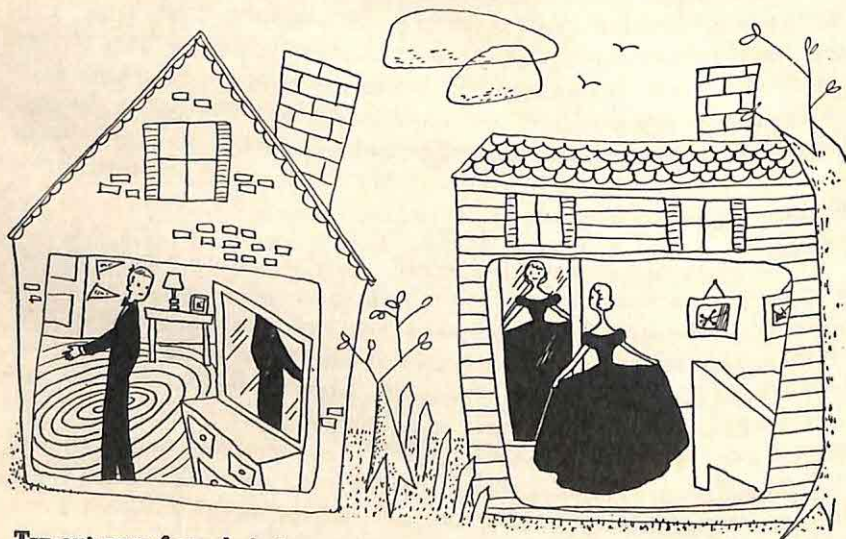
The big spring formal is two months off, but everyone is buzzing over it already. You boys could save the girls much unnecessary anguish if you'd do your asking four to six weeks ahead of time. Call the lucky girl on the telephone and simply ask her for a date for the dance—no need to beat around the bush. If she's going with someone else she'll tell you or else accept graciously (we hope) without stalling while she pretends to think it over. You might discuss plans with her—what time you'll call for her, transportation problems, if any, or the crowd's after-the-dance plans. It may seem a bit early for this, but she'll like it better if you don't keep her wondering about the details until the last minute.

If any of you girls are upset because you haven't received bids, it's perfectly proper to ask an escort—preferably an outsider, not a schoolmate. You should be sure to tell him that the dance is going to be formal. You should also be responsible for arranging the transportation, unless your date is lucky enough to have a car at his disposal.

Formal clothes

Now you're all happily paired. Although you boys have fewer preparations, you should get busy with them. If you're fortunate enough to own a tuxedo be sure it's taken out of mothballs a week before the big night. Give it a good airing and brushing. Check on your clean dress shirt, black tie and socks, and two white handkerchiefs, one for show and the other for your hip pocket. If you have to rent a tux don't wait until the deadline. Be sure it fits you well. If this is your first formal you might even wear your new suit around the house for a few hours to get the feel—then you'll be able to relax in it at the dance.

Girls don't get off so easily. Unless you're pretty lucky you'll have to wear one of your old formals, or perhaps one of your older sister's. This is no calamity. The success of the evening certainly won't hinge on a new dress. A dress that is really becoming and comfortable—in which you feel "right"—can help you sail into a room with real self-assurance. Avoid a dress that is so fussy that you have to concentrate on it rather than on your man. You have lots of time ahead of you for sequins and black



Try out your formal clothes at home; you'll feel more at ease in them later.

12.5.03
11273
satin. Most men shy away from ultra-sophisticated clothes, so don't age ten years for the prom. Dress your age and be your most attractive self.

When the day arrives, allow yourself plenty of time for bathing and dressing. Give the whole effect a careful once-over to be sure you're at your best, and then forget about how you look. No hitching and hiking at clothes or fussing with hair once you're at the dance—just have fun.

Corsages

It's customary in many communities for the boy to send his date a corsage if the dance is formal. The thoughtful date will call the girl a few days before the dance to ask what color dress she's wearing. (Pink roses wouldn't be too pretty on red taffeta!) Since there are so many strapless dresses these days, you might even ask her if she'd prefer flowers to wear in her hair. Don't be afraid to ask the florist's advice. Maybe your gal would love something besides the usual gardenia. Of course, if you're really flush, there's nothing more festive than an orchid. It makes any girl feel extra special. You can have the florist deliver the flowers or you can bring them yourself when you call for your date. Either is correct, but having them delivered gives her time to put them on before you arrive.

Starting out

Nine o'clock is the time you said you'd pick Mary up. Please be prompt—neither early (she'll be flustered) nor late (she'll be on edge). If you're detained, be sure to telephone. Mary should make a special effort to be ready on time, too. It's not necessary to stay with Mom and Dad for long—introduce Mark, chat a bit, tell them what time you expect to be home (unless you've already agreed on the witching hour), and be off.

Mark is feeling very gallant by now and, of course, helps Mary in and out of the car, opens doors, takes her arm going up and down steps, and helps her off with her wrap.

At the dance

At the dance be sure you both say good evening to the chaperones. It takes very little time and effort and is the courteous thing to do.

Filling out the dance card, if there is one, is Mark's job. He can monopolize his date for the evening if he chooses, but a little variety is probably more fun for both of you. He'll certainly dance the first and last dances and the ones directly before and after supper with his partner.

Speaking of dancing, neither of you should be exhibitionists or go prancing around the floor. Concentrate on your date and not on every

Accession No. 7146

51E/19471

other pretty girl (Mark) or on the stag line (Mary). You don't have to chatter incessantly while you dance. Take your cue from each other. If Mark wants to talk, Mary will keep the conversation light—no chemistry problems. Or perhaps you'd both rather be silent and enjoy the music.

If Mark is on the stag line for a while and spots a girl he'd like to dance with seated on the sidelines with her date, he simply asks her, "Would you like to dance?" The boy always asks the girl, not her date. She can speak up for herself. He never asks, "Is this dance taken?" A girl hates to admit that it isn't!

As for the girl, a direct "Yes, thank you, I'd like to" or "I'd love to" sounds a lot better than "Uh huh" or "Who, me?" When the number is over, Mark never leaves a girl on the dance floor, but always returns her to her date or a group of her friends.



Boys: under no circumstances leave your partner stranded on the dance floor.

If Mary is dating an outsider she must make a special effort to see that he is introduced to her crowd and that he has a good time.

During the dance you girls may need to do some repair work on your make-up. Excuse yourselves and do it in the powder room—not in public..

After the dance a group may have decided to go out together for some food. Fine, but girls should remember to be considerate of their dates' finances. Most boys have a limited amount to spend—some of them *very* limited. So don't order the most expensive thing on the menu.

The evening is over and it has lived up to its promises. Be sure to

tell your date what a wonderful evening it has been and what fun you've had.

Entertaining

A casual party at Mary's is quite different from a formal school dance. First of all, Mary recognizes that being allowed to entertain at home is a privilege. She removes the most fragile vases to avoid the "Please be carefuls" and she doesn't shoo the family out of sight the minute the guests arrive. Parents will probably be glad to go to a movie if they're warned in time, but it's courteous to introduce the guests to them first.

Mary's not the only girl who has experienced pre-party panic. Even the most relaxed hostess has had her shaky moments. Careful planning in advance will help things go smoothly. The ingredients of a successful party are congenial people, good music, a few well-timed and appropriate games, and plenty of food.

Invite only as many as your room will hold comfortably. You don't have to be tricky or cute about the invitations. Ask your friends at school or over the phone. Mention the time you'd like everyone to be there, and you might set limits, too. A casual "eight to eleven or twelve" may ease the breaking-up problem later on. You probably won't plan your party for a school night, except for a Friday. Saturday is usually best. Asking everyone to come alone avoids the pairing-up woes, but it's really more pleasant if you can arrange to have each boy call for a girl.

Don't be afraid to invite a boy who has never asked you for a date. Everyone is pleased to be invited to a party. Be sure you ask people in plenty of time, so that they won't have made other plans.

Breaking the ice

Greet guests at the door and guide them to the place where they can leave their coats. Naturally, you'll introduce those who don't know each other. Don't worry if there's a bit of a lull until things get going. Even adult parties usually have to go through a warming-up stage. Some quiet music (you'll have a pile of records handy or have marked the radio programs) or a pencil and paper game will start things going. If the boys still cling to one side of the room and the girls to the other, you might start dancing by having the boys turn their backs while each girl puts one shoe in the center of the room. Each boy then picks up a shoe and finds his Cinderella, and there you are—ready for dancing.

A hostess should mingle with all the guests and not concentrate on any one person. She should keep her eye out for a shy guest and draw him

into the group by giving him a job—taking care of the music, for example. When there's a lull, you can perk things up with a mixer or game, but don't force the gang to do anything they don't feel like doing.

Food

Food gives a lift to any party. Of course you'll prepare it ahead of time. It needn't be elaborate, but it should be plentiful and attractive. One easy favorite is to spread the dining room table with the fixings for sandwiches—all varieties of sliced breads and fillings. Add a few crisp greens plus soda, milk, chocolate syrup, and ice cream for homemade sodas, and watch the crowd dig in!

Serve the food around 10:30 so there's time for a game or a few records before your party breaks up. You might ask your closest friend to start the good-nights—everyone will follow suit. The boys should see to it that each girl is taken home, but the hostess must make *sure* that everyone is taken care of.

Much to your surprise you suddenly realize that you've had fun at your own party—the mark of a really good hostess! Just one job remains to be done—restoring the living room to its original state.

Setting a table

The correct way to set a table is something everyone should know. It's not at all difficult, once you learn the few necessary rules.

One important word of advice—never crowd the table. If it's too small turn your party into a buffet supper.

Keep your centerpiece *low* so that guests don't have to crane their necks to see each other. It can be fruit, flowers, or ornaments—but keep it simple. Candles add a nice touch for special occasions.

Before you start setting the table consider your menu—then you won't sit down to eat and realize you've forgotten the soup spoons. Use a large tray to tote the china, glasses, and silver to the table. It saves you many steps and you can use the tray again when you clear the table.

It makes little difference whether you use mats or a tablecloth, just so long as the linen is spanking clean. All your silverware (brightly polished) goes on the table, except for the dessert fork and coffee spoon. Knives and spoons go to the right of the plate and forks to the left. Napkins, with the folded side toward the plate, go to the left of the forks. Pieces used first go on the *outside*, so that the diner works his way in toward the plate. All pieces of silver are placed an inch from the edge of the table, fork tines up, spoon bowls up, and cutting edge of knife toward the plate. The



It's simple to set a table correctly once you learn the few basic rules.

butter knife is placed across the rim of the butter plate, which is at the fork tips. There is a service plate at every setting and a water glass at the tip of the knife. Salad plates go to the left of the forks, and cups and saucers at the right, next to the spoons.

Check your table before asking your guests to come in. Be sure you have the water, butter and rolls on, and all serving implements ready.

Buffet supper

A buffet supper is an easy, informal way of handling a large crowd. You can do just about anything you wish with the table. One way is to push it against the wall and have a tall dramatic centerpiece at the back of the table. The main idea is to make self-service easy, and to have everything within reach. Carve the meat, butter the rolls. The plates, napkins, and silver should all be at one end of the table so that people know where to start. Put your main dishes in the center and keep the vegetables and relishes nearby.

Have fun

Both going out to parties and dances and entertaining at home can be wonderful fun. Of course, according to the law of averages, you're going to have some bad times as well as some good times. But you can—with the aid of manners—make the good times come out on top!



V

Dating do's and don't's

MOST teenagers, when they think of popularity, think in terms of the other sex. And they usually do quite a lot of thinking about it!

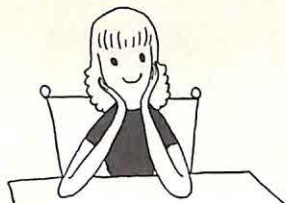
This is natural and understandable. You've discovered Men (or Women) and you want to pursue the matter further. But for your own peace of mind try to avoid getting too intense about it all. Lighten up on the do-or-die attitude and you'll find the going smoother in your relations with the other sex. Every date isn't a Big Date, a grim business of making a terrific hit.

Look around you—there are a tremendous lot of members of the other sex. You don't think you *can* or *want* to captivate *all* of them! Isn't it over-optimistic to consider *every* fellow or girl as potential Romance? You can have an awfully good time together just being friends—taking a walk, playing tennis, or listening to records. The Other Sex is made up of people, too. By taking it easy and knowing some of the rules of dating etiquette, you'll make the fastest strides toward your popularity goal.

How to get a date

Mark is the luckier one here because all he usually has to do is *ask* for a date. Occasionally the girl turns him down, but generally boys do have the edge. They can pick and choose; the initiative is up to them. They don't *ever* have to be dateless if they don't want to be.

How about Mary? What can *she* do about this dating business? Well, there are several possibilities. She can ask one of her close friends to arrange a double date. She can plan an informal party and ask any boy in school. But the best way to get dates is to be friendly (not over-friendly) in all school and social contacts, to join in school projects and extra-curricular activities, and to participate in young people's church activities. These suggestions are not sure-fire, but they work surprisingly well.'



Knowing the etiquette of dating helps your popularity dreams come true.

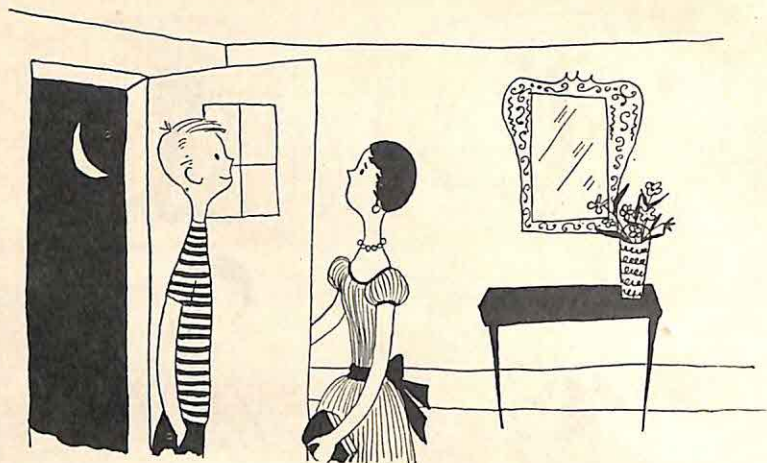
Making a date

Suppose Mark stops Mary in the hall at school to ask for a movie date on Friday night. If she wants to go she should answer with a prompt, "Thanks, Mark, it sounds like fun." If she'd rather not, a simple "No thanks, Mark, I can't make it," will do. Elaborate excuses aren't necessary, but she should play fair. If Mark spots Mary out with another fellow on the night she said was reserved for washing her hair, it will be a *long* time before he calls her again. And the news will spread to *other* potential dates.

It's also bad policy for Mary to break a date unless she has to—never because someone she prefers has asked her later. Nothing will put a girl on a fellow's blacklist sooner. Besides, it's a discourteous thing to do. Even a second-choice fellow has feelings that he doesn't want trampled on. Mary wouldn't like it if Mark called her just before their date to say he had to baby-sit for his parents, and later she discovered that he was out with another girl. Don't ignore someone else's feelings to satisfy a whim.

Dressing for a date

It's up to Mark to let Mary know what sort of date he's planning—is it to be a walk, a movie, bowling, dancing? This will give her a cue about how to dress. Grooming and dressing for a date are pretty much the same as for any other occasion, except that extra care is indicated. Cleanliness is basic. Then comes the extra careful attention to secure buttons and snaps and straight stocking seams (for Mary), pressed trousers and clean shirts (for Mark), and brushed hair and straight heels (for both).



Let your date in on the plans for the evening so she'll know how to dress.

Dates give a girl an opportunity to dress with variety and individuality, but that doesn't mean over-fussy clothes or extreme styles. A skirt with a soft blouse or a simple dress is fine for a movie. Of course wear your blue wool to the party or your best green velveteen to the dance.

As for you boys, when you come calling please show by your clothes what sort of an occasion it is. If it's a dress-up affair, dress for it. A gal who is all decked out for a party feels uncomfortable if her date arrives dressed for bowling. You should have one suit, anyway, in your wardrobe for necessary occasions. This could be a gray flannel or a blue serge or a Glen plaid or a tweed, depending on your preference.

Good dates

A date is a fifty-fifty proposition. You'll never succeed with a bored, "now-make-me-enjoy-it" attitude. Being popular takes work. You have to be willing to make the effort in time and energy to be friendly and genuinely interested in people.

A special word to Mary. Good looks are certainly an asset, but they're not the whole story. If there's nothing behind those beautiful eyes the boys will soon catch on. Know what's going on in your school, your community, and the world. You'll be a more interesting person as well as a better date. Be pleasant, fair, honest, and maybe a little unpredictable, but be yourself.

Are you a good date? Here is a list of questions for Mary and one for Mark. Some of the questions apply to both of you, so run over both lists, and check each answer "yes" or "no," honestly.

FOR MARY

	Yes	No
1. Do you fidget with your clothes?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you make critical remarks about yourself as a come-on for compliments?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you smile only when you're really amused?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is your evening spoiled if someone accidentally spills something on your dress?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you preoccupied with your appearance?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you get upset if you have to play a game that you feel makes you look silly?	<input type="checkbox"/>	<input type="checkbox"/>
7. If you're having conversation troubles, do you give up in despair?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you sulk if you think the party is a flop?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you overdo being "hard-to-get"?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you give detailed reports on other dates?	<input type="checkbox"/>	<input type="checkbox"/>

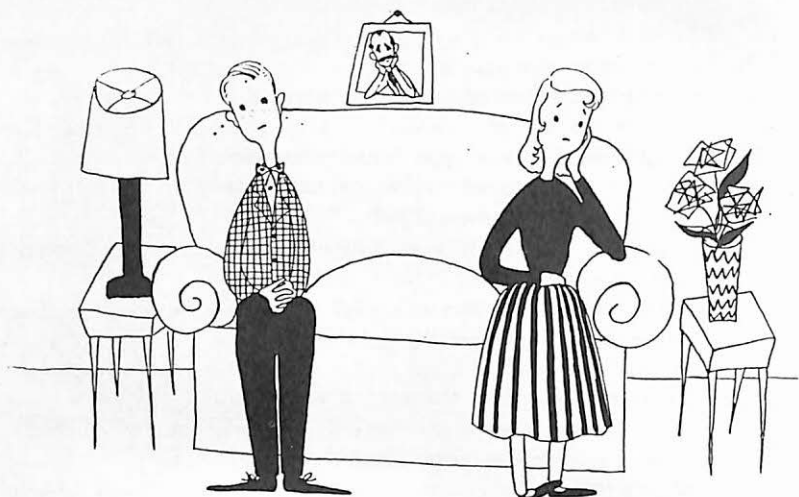
FOR MARK

	Yes	No
1. Do you sit back and wait to be amused?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you abandon your date to talk to a group at another table?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you show her photos of girls you used to date?	<input type="checkbox"/>	<input type="checkbox"/>
4. When you're in a group, do you have to get attention by talking louder than anyone else?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you embarrass your date by talking loudly in public?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you overdo your sociability with practical jokes?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you chew your fingernails?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you scorn all chivalry such as helping her in and out of cars and holding doors open?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you talk solely about sports instead of discussing her interests part of the time?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you ignore the curfew set by her parents?	<input type="checkbox"/>	<input type="checkbox"/>

If you've both answered *no* to all these questions, your dating etiquette is up to par. If you had more than one or two squares checked "yes," you'll need to brush up considerably on your manners.

Conversation hints

No one can put bright words in your mouth or give you any secret formula for witty talk. But there are things you can do to cover up those embarrassing periods of silence that seem to occur so often in conversation with the other sex.



So you don't know what to talk about! Try to discover his (or her) interests.

When you gals are together, you can chatter endlessly about clothes and dates, and you boys have a whole world of sports to discuss. But when it comes to talking to *each other*, you both shut up like clams. Mark sees a pretty girl at a party, and for the life of him can't think of a clever opening remark. Well, why must it be clever? Why not an easy, "My name is Mark Pearson, I was wondering if you'd like to dance."

Mark's trouble is that he's tense and overanxious, so worried about the impression he's going to make that he's hardly thinking of the girl at all. Try to shift your focus to the other person. Acquire a genuinely friendly interest in others, in how they think and feel. If you can accomplish this—and all it takes is practice—you won't have time to worry about *yourself*. You can't fake a good conversation. Picking a topic out of the air and not really caring what sort of a response you'll get doesn't work.

When you're trying to find a person's interests, don't do it by popping questions at her in rapid-fire order. If you're enthusiastic about a topic, chances are your enthusiasm will be contagious and you'll both be chatting easily before you know it. But you have to do more than ask questions. You should have some definite opinions and ideas yourself. Know why you like or dislike things. This makes for better conversation and helps tell your ideas. It makes you a more interesting person.

Here are some conversation *don't's*.

- Don't cut a conversation dead with a completely negative answer. Keep the ball rolling.
- Don't interrupt with dozens of questions. Wait until the person is through talking.

- Don't raise your voice unpleasantly.
- Don't let a conversation die, even if you're stuck with the dreariest individual in the room.

- Don't make exaggerated gestures when you're telling a story.
- Don't always quote Mom and Dad. Form your own opinions.
- Don't develop a "line"—you may catch yourself on it.

Here are some tricky conversation situations—a little common sense will see you through most of them.

- If you meet Tom's ex-girl, stay clear of the sore spot and don't talk about Tom.

- If you're with two people you know but who don't know each other, talk about the things all three of you have in common.

- If you bump into Mona (your best friend's girl) talk to her as you would any other girl—she's not in a special category.

- If you meet Sue's Mother on the bus, don't duck out of sight. Say "Hello Mrs. Taylor" and let her take over from there.

- If you meet an ex-flame when you're with another man, be casual and talk about the weather or school doings.

Blind dates

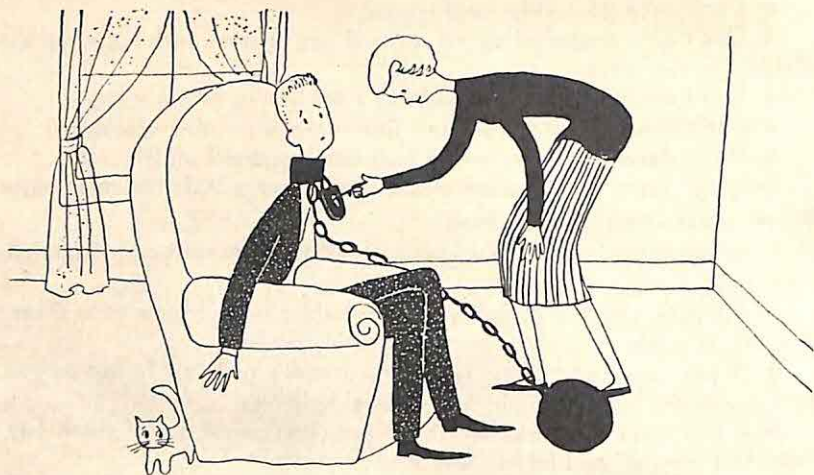
Somehow people can never agree about the value of blind dates. Some say you're only asking for a dull evening with the world's biggest jerk. Others say they've met some swell people that way. This is something you have to make up your own mind about. But there are some unwritten rules on the making of blind dates. If the date is arranged by a mutual friend, and if there will be other people along, it's in perfectly good taste to ask or accept. But dates with strangers, or single dates, are definitely not a good idea.

The success of a blind date depends mainly on your attitude. It can be dull and dismal or an exciting adventure. The trouble is that Mary and Mark usually dream up all sorts of wonderful qualities for their unknown partner. Then when the person turns out to be just another date, they're disappointed. And too often they *show* their disappointment.

If you hit it off beautifully with your blind date, that's so much velvet. But don't start out expecting him or her to be out of this world. The chances are this won't be the case. Even if you're not overly impressed, you can still have fun if you try. The unpardonable sin is to be sulky and spoil the evening for everyone else.

Going steady

Going steady gives you a wonderful *sure* feeling—a sense of belonging that we all like. But the majority of teenagers are not ready for a per-



Boys usually shy away from girls who have that you-belong-to-me attitude.

manent attachment. If you can reach an understanding with your steady date that your relationship is just a temporary thing, you're not as apt to get involved in something more serious than you bargained for.

Girls tend to build too much on being asked out two or three Saturdays in a row by the same boy. They would be smarter to skip that "you belong to me" attitude. Boys usually shy away from possessive girls.

Frequently couples continue to go steady simply because it's the path of least resistance. They've fallen into the habit and are lazy about making new friends. As a general rule, you'll get the most fun and benefit from keeping your social circle large. One of the values of dating is that it gives you a chance to find out what kind of a person you will want some day to marry. By dating many kinds of people you'll be able to make a better choice when that important day comes.

Breaking up

You two have been going together steadily for three months now, and one of you wants to end the relationship. Unfortunately, it's seldom a mutual feeling—that would make breaking up fairly simple. Mary may have taken a liking to the new boy in class, or Mark may feel that Mary is getting too serious about their relationship. Or perhaps you two just haven't as much in common as you first thought.

There are several ways of breaking up a friendship, most of them involving unpleasantness and injured feelings. Mark can stand up Mary on an important date. That would end things quickly, with the least tact

and courtesy. Or you both may have found yourselves quarreling more and more frequently. So you have one big fight that results in really hurt feelings. This type of solution isn't usually very satisfactory either.

Wouldn't a gradual parting of the ways be best? Mark might call Mary less frequently or not walk her home from school so regularly. A Friday night might go by—and no date. It could all happen quite gradually and without too much pain. Or, if the shoe were on the other foot, Mary would have to refuse some dates and generally not be so available. When Mark sees her with a new boy now and then, he'll catch on, and in the meantime, he has had time to mend his pride and date another girl. The main point is to try to spare the other person as much as possible, to part peacefully and remain friends.

Goodnights

There seems to be a lot of confusion about goodnights. The boys claim that the girls expect to be kissed goodnight, and the girls say the boys expect to be kissed. (Where do we go from here?)

As with many aspects of boy-girl relations, the girl is the one who makes the decisions, who controls the situation. This may seem unfair, but that's the way it is. If Mary decides she doesn't want to be kissed goodnight, then she can simply act in a way that will tell Mark how she feels. Take that pause at the door, for example. Before the moment of silence has had a chance to grow into anything, she can simply give her hand to Mark, smile, and say how much she's enjoyed herself. This is followed by a firm "good night" and the opening of the door. Mark will take his cue from Mary. It's only the occasional fellow who will persist after he is discouraged by the girl.

Then there's the question of *when* to kiss a date goodnight. The answer, to some extent, depends on the community you live in, and the customs of your crowd. In some groups it's considered poor taste to kiss every casual date, although it's perfectly all right to kiss a fellow or girl you've dated for some time. In other groups a goodnight kiss isn't taken quite so seriously. However, it's still a personal matter, and you shouldn't feel you *have* to do what others do. When in doubt—*don't!* It's possible to err on the side of too many kisses, but you're usually safe in being pretty choosy about the matter. Most fellows or girls won't be offended if you get out of the situation *tactfully*.

Another question that often bothers girls is whether to ask the boy in when they get home from a date. If it's fairly early and your parents are up, it's perfectly all right to ask Mark in for a coke and sandwiches. But stay away from the possible involvements of late hours and a dark house.

General tips

ETIQUETTE is something that touches every part of our lives—at home, in school, on the job, and in our social relations. For many situations there are special sets of rules. But there are some general ones that you'll use in many places, many times, all your life. So it's important to learn them as soon as you can.

Introductions

You'll always be introducing people, and it will save you a good deal of embarrassment if you know how to do it properly.

A little common sense will tell you when an introduction is more of a nuisance than a courtesy. If you're in a crowded elevator or rows apart in a theater, for example, introductions aren't necessary. But on many occasions you will be called upon to perform the honors.

Always speak names clearly and use the first and last names of young people. Any of the following phrases will do the trick:

May I present Ted Sloan? (This is somewhat formal.)

May I introduce Betty Vanderbilt?

I would like you to meet Karen Pastor.

This is Al Bridges.

It would work out something like this: "Jane, this is Ted Sloan; Ted, Jane Sanders." Or: "Mother, I'd like you to meet Jane Sanders and Ted Sloan; Jane and Ted, this is my mother." Or if you're introducing your father and the principal of your school: "Mr. Smith, may I present my father, Mr. Kelly; Dad, this is Mr. Smith."

There are rules about who gets introduced to whom. Generally, men are presented to women regardless of age, and young men and young women are presented to older men and older women, respectively. In a big crowd, get everyone's attention and then just go around in a circle. In a



Shake hands wholeheartedly; no one enjoys coming in contact with a limp fish.

large group you may not have been introduced to everyone. Then it's perfectly all right to introduce yourself. And it's all right to ask that a name be repeated if you didn't hear it the first time. If you're trying to put strangers at ease with each other, start the conversation rolling for them. Mention some interest they might have in common or an outstanding achievement of one of them.

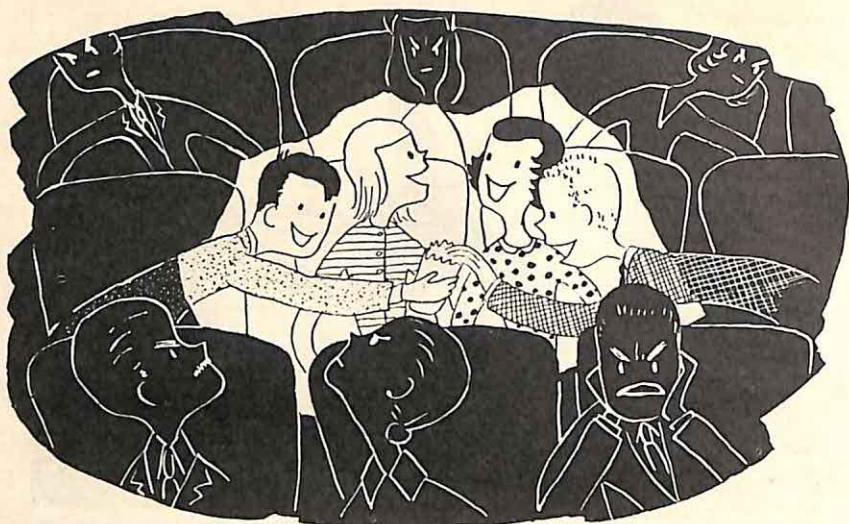
When two men meet they almost always shake hands. Two girls can do so if they wish. When a woman and a man meet, it's up to the woman to make the first move, and offer her hand. There's no hard and fast rule, however. If you feel like shaking hands, do so; it's a friendly gesture. But do it wholeheartedly; no one enjoys a limp fish handshake. And look directly at the person, not past him. Put some warmth into your voice when you answer "How do you do"—it helps remove any awkwardness.

Mark always rises when he's introduced to a man or a woman: Mary rises when the other person is older than she—her friend's parents, for example. Even if the parents just walk into the room to say goodnight, Mary should rise. It's a mark of respect. Of course, Mark does the same, and should also rise whenever a girl or woman comes into the room.

At the movies

During your dating days you'll probably be attending many movies, and you should know how to behave well here, too.

First of all, when Mark asks Mary for a movie date, he should consult



Once you're seated at a movie, watch the show; don't put on one of your own!

her about the feature she'd like to see. She is his guest and he should try to please her. If he has his heart set on a war movie and she's dying to see the latest musical, the musical it should be.

Most theaters have ushers who will show you to a seat. Mark follows Mary, who follows the usher down the aisle. If there is no usher, Mark will lead the way and find the seats. If two couples are together, they can either alternate—boy, girl, boy, girl—or the girls can sit together in the center. Once you're seated, watch the show—don't put one on! Talking, giggling, and rattling of candy papers are all extremely annoying to the rest of the audience.

Restaurant rules

Perhaps you're out on your first dinner date. The waiter will show you to a table. Here again Mary follows the waiter, with Mark bringing up the rear. If a waiter isn't available, Mark does the honors—he helps Mary off with her coat and holds the chair for her.

Some of you lucky, well-heeled people may get to go to a special restaurant occasionally, and you should be prepared.

Complicated menus can be very bewildering, but take your time. If the waiter comes right over for your order, you can always tell him you're not quite ready. Menus printed in a foreign language can be particularly puzzling. The waiter will be glad to explain what a particular dish is, if you ask him. However, there are a few common French phrases

you should know. *Table d'hôte* means that you get a complete meal for the price of the main dish, or *entree* as it's called. *A la carte* means that you pay for each dish separately. This plan tends to be more expensive than *table d'hôte*.

Hors d'oeuvres or appetizers—fruit juice, seafood cocktails, or biscuits topped with caviar, anchovies, or similar delicacies—are served first. At the end of the meal you might have a *parfait*—several flavors of ice cream in a tall thin glass with a spot of whipped cream on top. Mary tells Mark what she'll have and he gives both orders to the waiter.

At the end of the meal Mary can excuse herself to touch up her make-up in *private*. (By the way, Mary's purse has been in her lap, *not on the table*.) Mark rises when she gets up and also when she returns to the table. And he remembers to stand if anyone (male or female) should stop at the table to chat. When he gets the check from the waiter it's perfectly proper to look it over and add up the total. Tipping varies from place to place, but never leave less than ten per cent; fifteen is probably better. It's just as poor taste to over-tip as to under-tip. Naturally Mark should have enough money with him so that he doesn't have to borrow from Mary.

Table manners

We can almost hear you groan at the phrase, *table manners*. But the whole business is *not* a nuisance. You eat at least three times a day. So remember what we said earlier about two sets of table manners.

The safest rule to follow when you're faced with a strange array of eating implements is to work from the outside in. Keep your eye on the hostess—if there is one—and follow her.

When you're offered a platter of food, slip the serving spoon under your portion, and hold it in place with the serving fork. Put it on your plate and return the serving things to the platter in the same position they were originally. Take moderate portions; you can always come back for more. Of course, in a restaurant the waiter will usually relieve you of this worry. He will bring your food already on a plate or serve you himself.

Take one kind of food on your fork at a time. It's permissible to cut several mouth-size bites of food at a time. When you're not using the knife, place it along the top edge of the plate, cutting edge toward you. Needless to say, you won't talk with your mouth full or make any unnecessary noises. The crunch of crisp celery can't be helped, but the slurping of soup or coffee is just carelessness and bad manners. If you're wondering whether some food can be eaten with the fingers, watch your hostess. If you're at a restaurant, use your common sense. Things like fried chicken can be picked up.

Here are a few points you probably know—but check yourself anyway.

	Yes	No
1. Do you sit at the table without playing with the silverware?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you wait until everyone has been served or your hostess has begun before you start eating?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you try any new food served you without picking at it suspiciously?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you take a forkful of food at a time without mixing and scraping everything together on the plate?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you end up with your knife and fork placed neatly across the rim of your plate and not scattered in opposite directions?	<input type="checkbox"/>	<input type="checkbox"/>

Your answers to all these questions should, of course, be “yes.” If they’re not, practice up on your manners at the family table, so that next time you’re invited out you’ll feel sure of doing the right things.

Correspondence

Everyone likes to receive letters, yet so many of us put off writing them. We let the unanswered letters pile up till we can’t look at them any longer, and then the agony begins.

There are various kinds of letters and notes you will be called on to write, both now and in the future. First of all, there are invitations. Small folded papers, called “informals,” are most appropriate for this purpose. They are also handy for answering invitations and for enclosing in gifts when you want to write a short note. Invitations needn’t be tricky or cute. Just give the what, when, where information and write RSVP in the lower left-hand corner if you want the person to reply. These initials are for the French phrase, *Répondez, s’il vous plait*, which means “please reply.”

Answer all invitations promptly—don’t keep a hostess guessing until the last minute. Answer formal invitations on your best white stationery in the third person or follow the form of the invitation itself:

Mary Northrup
accepts with pleasure
the kind invitation of
Mr. and Mrs. Charles Sommerville
to the marriage of their daughter
Jane
to
Donald Baker
on Wednesday the thirteenth of December
at four o'clock
The Shoreline Hotel

If you can't attend, you use the same form but say: "Mary Northrup regrets that she is unable to accept . . ."

Thank-you notes for gifts or hospitality are a must. The paper you use depends on how much you intend to write. The "informals" we mentioned earlier are always good. The important thing is to put a little thought into your "thank-you" and "bread-and-butter" notes. Show that you really appreciate the other person's thoughtfulness. Don't make your letter routine—add a personal touch. Telling how you plan to use the gift, or how you'll always remember the fun you had over the weekend, will make the note more interesting.

Condolence letters are an expression of sympathy for a friend's sorrow (usually the death of someone in his family), and are always difficult. You can't do anything to ease the pain but you can let a bereaved friend know that you are thinking of him or her. Keep your letter brief, sincere, and simple.

There are no strict rules when it comes to writing an everyday friendly letter. Just pretend you're talking to the person. Keep it chatty and newsy. Form isn't too terribly important and an extra dash or exclamation point may add zip. But don't start every letter with an excuse for not writing sooner, or end with a "No more news—must stop now" ending. A word to you amorous letter writers. Pause a minute, and think of how your outpourings of everlasting devotion will sound five years from now. Easy does it!



You amorous letter writers—how will your golden words sound in five years?

In your personal correspondence, put the date at the upper right corner of the sheet or at the bottom left below your signature. You can omit the year. It isn't necessary to put *your* address on the letter, but always be sure it's on the envelope—for the benefit of the P.O. and your friend who may have mislaid your address. Have pity on the postman and address your letters neatly and legibly.

Business letters are quite a different story. Here you should state your business briefly and accurately. You can be cordial and at the same time impersonal. If possible, type your letter on plain white bond paper, 8½" x 11". Your address and the full date go at the upper right. The person and firm to whom you are writing go on the left just above the salutation or at the bottom left below your signature. Type your full name underneath your handwritten signature. In the next chapter we'll go into the matter of letters of application for a job.

In the public eye

How you act when you're with your gang in public is important. For some odd reason, a perfectly civilized, well-mannered individual is often transformed into a noisy barbarian when he is with a gang. Passengers on streetcars and busses are often annoyed by noisy groups of teenagers, shrieking and clowning, and generally taking over the whole vehicle. Pedestrians often have to scoot out of the way when a gang sweeps down the street, taking possession of the entire sidewalk.

Somehow, teenagers have the unhappy faculty of "taking over" and invading when they're in groups. This includes the corner drugstore, where it's sometimes difficult for a customer to even get in the door to buy a bottle of aspirin. Each one of you individually may be thoughtful, sweet, and quiet, but the public doesn't know that. Try to have the same consideration for others when you're with the gang, as you do when you're alone.

Here are a few questions to check regarding *your* public appearances.

	Yes	No
1. Do you have your fare ready when you get on a bus?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you let swinging doors bang into people behind you?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you mention names and talk about people in a loud voice on a bus or a crowded elevator?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you pleasant to bus drivers?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you respect the privacy of a celebrity and refrain from mobbing him for an autograph?	<input type="checkbox"/>	<input type="checkbox"/>

- | | | |
|---|--------------------------|--------------------------|
| 6. Do you wait until people get off a bus or elevator before you get in? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do you girls do your hair combing at home—
not in the next fellow's face? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are you courteous to salespeople? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do you finish your breakfast at home, rather than on the bus? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Do you chew gum violently in public? | <input type="checkbox"/> | <input type="checkbox"/> |

For a perfect score you should have answered "yes" to questions 1, 4, 5, 6, 7, 8, and 9, and "no" to 2, 3, and 10.

Weekending

Weekending should be fun for the guest *and* for the host or hostess. First, let's think about it from the host's point of view. Suppose you're entertaining Mark for the weekend. Write and say what time you're expecting him, what your general plans are, and any necessary traveling instructions. You might include a timetable. If Mark has some idea of what he'll be doing, he'll know what kind of clothes to pack. (This information is doubly vital for Mary!)

Meet Mark at the station and if he has had a long trip give him a chance to catch his breath before you rush him over to the tennis court or start on a bicycle ride. Have his room ready in advance and the bed made up with clean linen. Try to make him as comfortable as possible. Clean towels, perhaps a good book by his bed or a dish of fruit in his room, will show that you're trying to make him feel at home.

Have Mark meet your friends and include him in your conversations—don't let him feel like an "outsider." Your customary doings may be old stuff to you, but new and exciting to Mark. It's nice if you can arrange for some special activities during his visit, but you don't have to plan his every minute.

Don't expect your family to change their routine just because you have a guest in the house. Mark will enjoy the family life, provided there are no fights or feuds. Nothing makes a guest more uncomfortable.

Now suppose Ann has invited you (her girlfriend) to spend the weekend with her. All the responsibility for the plans and fun shouldn't rest on Ann. If she hasn't written you exactly when to come, let her know when you're arriving and also when you're planning to leave.

It's thoughtful to bring a gift with you. It needn't be elaborate. If you prefer, you can send something after you return home—perhaps something that both Ann and her mother could enjoy.

Be a considerate guest and adapt yourself to the household. If breakfast is served promptly at 8:30, be there on time. Be sure to make your

bed and straighten your room. It will be appreciated. And leave the bathroom tidy—no rings around the tub or wet towels on the floor.

Enter enthusiastically into all of Ann's plans, even if they're not exactly what you'd choose to do. And if there don't seem to be many plans, at least pretend that a quiet relaxing time was just what you came for. Don't always be underfoot in the house. Curl up with a book or go for a walk while Ann is busy. Above all, act as though you were having a good time—and you probably will! And when you get home, write a sincere, warm thank-you note right away.

At the wheel

Driving manners are unquestionably the most important of all, because they involve not merely courtesy and social success, but life itself.

The toll of traffic casualties is constantly rising, and the percentage of teenage accidents is shockingly high. Increase *your* margin of safety by driving carefully and courteously. The two go together.

If you are a *passenger*, you have certain responsibilities:

- Don't chatter on and on and divert the driver's attention.
- Don't say "Oh, look at that . . ."
- Don't crowd in as an extra passenger.
- Don't get coy or romantic.
- Don't back-seat drive.
- Don't say "Let's beat that car."
- Don't ask "How fast can this car go?"
- Don't drive with anyone who has been drinking.



And if you are *driving*:

- Don't overcrowd your car.
- Don't mix romance and driving.
- Don't make dangerous U turns.
- Do slow down on sharp curves.
- Don't speed.
- Don't try to pass another car on a curve or a hill.
- Don't cross over into the wrong lane when passing.
- Don't let your attention wander from the road for even a moment.
- Don't jump the lights.
- Do obey all the traffic rules—they're made for your own safety.

VII

Etiquette on the job

THE important thing about any job—whether it's part-time baby sitting or a regular nine-to-five deal—is that you do it well and conscientiously. And a vital part of getting and keeping any job is knowing your business etiquette. A prospective employer may turn you down because he feels that you have an unpleasant manner. Or you may be discharged from a job because you make too many personal phone calls. In both instances, you probably wouldn't be told why you didn't make the grade. In the first case, all you'd hear from the employer would be a vague, "Try us again in a few months." In the second case, your employer might say, "You just don't fit into our organization." You can avoid some of the pitfalls of the business world by checking on your "business etiquette."

The application

Most employers prefer to hear from a job applicant in writing before they interview him. This gives a busy man the chance to "screen" the applicants and see only those who sound most promising. The letters an employer receives tell him a great deal about the applicants.

Handwriting he can't read, or a postcard, or a letter that gives no information, usually ends in the wastebasket. Your first step toward landing a job is a good letter of application. It's important!

When you're writing your letter, keep in mind the fact that your employer is a busy man. He's not interested in a long personal history. So make the letter brief, clear, and to the point. Follow these *do's*:

- Typewrite or write legibly *in ink*
- Use plain white bond paper, 8½" x 11"
- Spell correctly, punctuate accurately
- Give your age, education, and experience (if any)
- State at least one good reason why you think you can do the job

Mark's blotty scrawl on Mary's dainty pink paper with the rosebuds will get little attention in a busy office. While it may not matter if you misspell a word in a letter to your best friend, Mr. Employer will think you are inefficient or too lazy to consult the dictionary. Reread your letter carefully before dropping it in the mailbox—you may catch an obvious but overlooked mistake.

Here is a sample letter—not to be copied, of course—to give you a working basis for one of your own.

1904 John Street
Boston, Mass.
November __, 19__

Box 8829
Boston Herald
Boston, Mass.

Gentlemen:

This is in answer to your March 1st advertisement for a receptionist with some secretarial training.

I am most anxious to be considered for the job, as I believe I can qualify on several counts. I enjoy meeting and talking to people, and I can type neatly and accurately. I have just completed a typing course and can type 50 words a minute. I am enclosing a recent photograph.

Here is some further information you may find helpful:

Age: 18

Education: Graduate of Beacon High School. General academic course, including one year of secretarial training, plus commercial English.

Experience: This past year I helped out in the High School office doing general office work. Last summer I worked as receptionist for Dr. Howard Marek, 211 East St.

I look forward to hearing from you and hope that I may have the opportunity to come in for an interview. My telephone number is Eastgate 7-3914.

Very truly yours,

Mary Northrup

Mary Northrup

Another, more complete method is to write a brief letter, and enclose an additional sheet, listing your name, address, phone number, age, height, extracurricular activities in school, interests and hobbies, and references. The value of this form is that it gives the employer all the pertinent information at a glance.

The interview

You've landed an interview with the Personnel Manager, the man in charge of hiring people. Now what? Both Mary and Mark should be particularly careful with their grooming and appearance. The man behind the desk will be interested in you on several levels—your appearance, your manner, your training, your attitude toward this particular job. If you're dressed neatly and appropriately, you'll be able to relax and concentrate on the interview rather than on how you look.

You both should shed any current fads that label you a high school undergrad rather than a prospective employee. That goes for Mark's sloppy moccasins as well as for Mary's over-baggy sweaters. You expect to be paid for a man-sized job, so look as though you're capable of handling one.

Mark should wear a well-pressed conservative suit, so the interviewer can see *him*, not the wild plaid he's wearing! A clean shirt, polished shoes, a not-too-gay tie, and a recent haircut are all Mark needs for a businesslike appearance.

Mary should hit a happy medium between her school clothes and bobby socks and her party frills. It's just as inappropriate to be overdressed as it is to give the impression that you're on the way to English class. Stay away from jangling jewelry, complicated hairdos, heavy make-up, and fussy clothes. A simple suit with a fresh blouse, or a tailored dress is always safe. Trim accessories—a simple hat, handbag, gloves, and pumps—will give you that well-put-together look. A light lipstick, powder, and a merest hint of cologne will help buoy up your confidence.

If possible, find out something about the firm before you arrive for the interview. You can talk more intelligently and will have a better idea of where you might fit in. In any case, *be prompt* and give yourself time for a few deep breaths and a chance to pull your thoughts together before you're called.

When you are shown into the interviewer's office, "Good morning" or "How do you do" is the correct greeting. "Hi's" and "Hello's" are too casual. Sit still and keep those fidgets under control. If you are given an application blank to fill out, do it carefully and deliberately—no one is timing you. It's a good idea to carry a fountain pen with you for this purpose.

When you are being interviewed, answer all questions quietly and confidently. You don't have to answer in one word, but you don't want to chatter, either. The interviewer is interested only in pertinent facts and will be impressed by your pleasant assured manner. Of course you're anxious for the job, but do your best not to seem *too* eager. Don't be afraid to smile, but avoid being giggly. Be sure to tell the interviewer how your qualifications will fit the job, rather than why you want or need it. He is interested mainly in what *you* can do for the *company*—not in what *it* can do for *you*.

The interviewer will indicate when the interview is over. Rise and make your good-by brief. Thank him for his time and add one last plug for the job, such as: "I'm sure I could do an excellent job for you," if you still feel that you want the job. Incidentally, if you discover in the course of the interview that you do *not* want the position, for whatever reason, say so immediately rather than wait until you're offered the job.

It's always a good idea to write a short thank-you note after an interview. This will remind the interviewer of you and will impress him with the fact that you're a courteous individual, one who would make a desirable employee.

Holding a job

Let's suppose you were hired. Fine, but landing the job is only the beginning. You want to hold it! Let's assume that you are capable of doing the work efficiently. That's one point in your favor, and an important one. But there are many seemingly unimportant things that can make or break you on the job. So even though you've heard some of these things time and again, take inventory of your business manners once more.

	Yes	No
1. Do you make a great many personal telephone calls? They not only keep you from doing your work, but disturb the whole organization by placing an added burden on the switchboard.	<input type="checkbox"/>	<input type="checkbox"/>
2. Are your telephone manners up to par? You'll be a good public relations person for your firm if you answer in a polite quiet voice, using whatever form your particular office requires. Taking all messages correctly is of the utmost importance.	<input type="checkbox"/>	<input type="checkbox"/>
3. Are your lunch hours unpredictable? Right from the start, settle with your boss on an hour convenient to him and stick to it. Then he'll know when to expect you back at your desk.	<input type="checkbox"/>	<input type="checkbox"/>

4. Speaking of being at your desk, are you always doing a vanishing act? Are you, Mary, constantly in the powder room? And are you, Mark, frequently running downstairs for a coke? ☐ ☐

5. Do you do a lot of gossiping in groups or spreading of the office grapevine? Magpies of both sexes are annoying in any office, particularly the gossipy ones. ☐ ☐

6. Do you keep your business and social life separate? You may hit it off beautifully with the gal at the next desk, but keep your social activities until after hours. ☐ ☐

The answers to questions 2 and 6 should be "yes," to 1, 3, 4, and 5, "no."



Gossiping around the office is the kind of thing that employers frown on.

There are probably many other office nuisances you can think of, like the girl who brings all her family problems to the office, or the fellow who's allergic to the dictionary and constantly interrupts someone else to ask how a word should be spelled. And what about the man who swears all the time! There are certain simple rules of behavior that apply in an office just as they do anywhere else—a pleasant voice, consideration for others, a cooperative attitude. These things make up the basis of *all* social behavior.

Baby sitting

This one occupation is being discussed separately because it's unique and because so many of you teenagers try your hand at it. Taking care

of someone else's child for an evening is a big responsibility, but you know that. So you always make sure you know where to reach the parents and also a doctor if any emergency should arise. But what we are mainly concerned with here is how you act on the job.

Most parents give you specific instructions on how to put the child to bed if he isn't already asleep when you arrive. Of course you follow them to a "T." You don't allow the child to run wild or stay up late. But then there are the long hours while the baby sleeps peacefully and you get bored with the history assignment you brought along to read. Now's the time to clamp down on the temptation to call all your friends and rehash last week's party.

Treat your employer's house as you would that of any stranger—with respect. Bring along your own diversions—be it knitting or model airplanes—or ask permission to borrow a book or magazine. But don't go snooping. The living room desk may look inviting, but stay away from it. No one likes others to read his mail. If letter-writing is on your mind, don't dive into your employer's stationery. Bring your own. And leave the refrigerator strictly alone. If the lady of the house has left a snack for you, she'll tell you about it. Otherwise, hands off. Needless to say, your employer's bureau drawers, closets, perfume bottles, and so on, should remain untouched by your hands. In a sense, you're on your honor to behave properly. Your employer has shown that she trusts you by leaving the place in your hands. Live up to that trust. In other words, use your good sense. Act as you would like a stranger to act in *your* home.

Summing up

What's important to you? Doing well in school, preparing for the future, getting along with your family, having friends, and a good time—these are the things that matter to most young people. And every one of these things depends on how well you get along with others. A basic tool that will help you in your relations with others is the use of *good manners*. They won't guarantee you success in whatever you do—but they'll help! Good manners make every situation a little easier and more pleasant.

There's really no trick to acquiring good manners—they consist of a knowledge of certain basic conventions plus common sense plus consideration for others.

Once you've acquired the know-how, relax, stop worrying about the impression you make, and face every situation as it comes. If you are at ease, interested in other people and aware of their feelings and their comfort, your manners can't be anything *but* good!

For more information . . .

To supplement the information in this booklet, ask your counselor or librarian about some of the following materials. They are available at your school or public library.

- Betz, Betty.** *Your Manners Are Showing.* New York: Grosset and Dunlap, 1946. This lively book gives straight-from-the-shoulder information on teen-age etiquette. The lively sketches and accompanying verses make this delightful reading.
- Beery, Mary.** *Manners Made Easy.* New York: McGraw-Hill Book Co., 1949. The author of this book has taught a course in social conduct for teen-agers, and her discussion of good manners has grown from their problems and questions. Cleanliness, study, health, grooming, clothes, conversation, and traveling tips are among the topics included.
- Bryant, Patricia.** *Miss Behavior.* New York: Bobbs-Merrill, 1948. The whole range of social situations is discussed in this informative, easy-to-read book—introductions, party manners, table etiquette, date behavior, entertaining at home, telephone manners, and so on. Particularly helpful to teen-age girls.
- Daly, Sheila John.** *Blondes Prefer Gentlemen.* New York: Dood Mead and Co., 1949. The teen-age boy who wants to be a social success will find this book full of useful ideas. The author gives practical, specific suggestions for handling effectively the innumerable problems and questions that come up in hundreds of everyday and special social situations.
- Dreese, Mitchell.** *How to Get THE Job.* Chicago: Science Research Associates, 1950. This booklet gives helpful tips on planning a successful job campaign, landing a job and getting ahead on it.
- Heal, Ethel.** *Teen-Age Manual.* New York: Simon and Schuster, 1948. Written for girls, this amusingly illustrated book discusses grooming, fashions, how to give a party, dating etiquette, and getting along with the family.
- Jenkins, Gladys Gardner, and Neuman, Joy.** *How to Live With Parents.* Chicago: Science Research Associates, 1948. Many of the problems that come up in family relationships are discussed in this booklet, and helpful suggestions given for solving them.
- Kirkendall, Lester A., and Osborne, Ruth Farnham.** *Dating Days.* Chicago: Science Research Associates, 1949. This booklet discusses various dating problems—how to start dating, what girls and boys like in each other, do's and don'ts, parents and dating, going steady, and falling in love.
- Shacter, Helen.** *Getting Along With Others.* Chicago: Science Research Associates, 1949. To get along well with people it is important to understand yourself, to understand others, and to learn the skills of social living. Each of these subjects is discussed in this readable booklet.
- Ullmann, Frances.** *Girl Alive!* Cleveland: The World Publishing Co., 1947. This volume covers many sides of personal and social development for the teen-age girl. The chapters on friendship, boy-girl relations, and manners give many specific and useful pointers on the "correct" thing to do.
- Weitzman, Ellis.** *Growing Up Socially.* Chicago: Science Research Associates, 1949. This booklet explains what social maturity is and provides quizzes to help you find how socially mature you are.

Self Guidance Series

... to help young people solve the problems of growing up

MY SCHOOL

High School Handbook
How to Take a Test
How to Write Better
Improve Your Learning Ability
Make the Most of Your Intelligence
Streamline Your Reading
Study Your Way Through School
What Good Is High School?
Why Stay in School?

ABOUT MYSELF

A Guide to Logical Thinking
Building Your Philosophy of Life
Exploring Your Personality
Facts About Alcohol
Facts About Narcotics
Guide to Good Grooming
How to Increase Your Self-Confidence
How to Solve Your Problems
Understanding Yourself
What Are YOUR Problems?
What Is Honesty?
What You Should Know
About Social Class
Your Behavior Problems

MY HOME AND FAMILY

Getting Along with Brothers
and Sisters
How to Live with Parents
Money and You

GETTING ALONG WITH OTHERS

Getting Along with Others
Growing Up Socially
Making and Keeping Friends
Where Are Your Manners?
Your Club Handbook

BOY MEETS GIRL

Dating Days
Looking Ahead to Marriage
Understanding Sex
Understanding the C. S.

HEALTH

You and Your Health
Your Safety Man

LOOKING AHEAD

Baby-Sitters' Handbook
Choosing Your Career
Discovering Your Abilities
Getting Job Experience
Guiding Good Luck
How to Get THE Job
Our World of Work
School Subjects and Jobs
Should You Go to College?
Understanding Ourselves
Understanding Others
What You Should
About Parents
What Employers Want
You and the Law
You and Unions
You and Your Mental Health
Your Personality and Success

THINGS IN GENERAL

Enjoying Leisure Time
Facts About Juvenile Delinquency
How to Feel Better
Keeping Records
What You Should Know
About Communism